

 جامعة الإمام عبد الرحمن بن فيصل IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY <small>مستشفى الملك فهد التخصصي King Fahd Hospital of the University</small> POLICY AND PROCEDURES		Date: 03.05.2019 Revision: 4 IAU
DEPARTMENT : ADMINISTRATION		
Effectivity: 01.12.2019	Supersedes: 3	
Review Date: 30.11.2024	No. of Pages: 6	

1. **TITLE:** **POLICY ON DISCRIMINATORY HARASSMENT**

2. **PURPOSE:**

Imam Abdulrahman Bin Faisal University (IAU) policy prohibits discriminatory remedy or bullying on the idea of one's race, appearance, non secular exercise, gender or sexuality, sexual choice gender identity or expression, age, impairment, civil popularity, naturalization, ethnic origin, genetic mutations, or other kinds of discrimination.

3. **DEFINITIONS:**

3.1. Capability to exercise in a non-discriminatory or anti-discriminatory way that respects and embraces the mind and critiques, rights and behavioural conduct of people belonging to minority groups.

3.2. General Discrimination

The strength to choose one character unfairly due to a protected attribute (age, sex, impairment, ethnicity, religious ideals)

3.3. Discrimination by omission

It is the legal term for instances in which regulations, practices, or strategies seems to agree with in equality, but in reality are less truthful to the one who have a certain positive trait, which conforms to equality legislation.

3.4. Harassment

Harassment is extensively define in human rights, and occupational health and protection law. Harassment can take the shape of words, gestures, display of offensive images, physical contact or imitation. (Unwanted, obscene, or frightening jokes, bullying, derogatory frame language, and sexual harassment and many others.)

3.5. Victimization

The process by which a person experiences an unfavourable treatment that is in response to the initiative of an individual or group of individuals who legally exercise their right not to be discriminate against.

4. **POLICY:**

4.1. Being an identical opportunity organization, Imam Abdulrahman Bin Faisal University firmly prohibits any form of prejudice primarily based on sexual orientation or race, ethnicity, religion, nationality, or impairment are all factors to consider.

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- 4.2. Every worker has the proper to work in a professional setting where his or her experience, capabilities, and talents are essential for success. The IAU requires all staff to observe moral standards, support equality of opportunity, treat everyone professionally, and operate without bias.
- 4.3. Admission, registration, placement, scholarship, mentorship, recruiting, memberships, concerns, petitions, and other related categories are examples of services.
- 4.4. The IAU has a policy that forbids all sorts of bias and prejudice and bullying, including sexual harassment and racial harassment (religion, language, sexual orientation, etc.)
- 4.5. Unwanted sexual or romantic advances, inappropriate sexual jokes, or comments regarding sexual activities are all examples of sexual harassment. Employees should never view explicit content while using business-owned equipment, even if they are not on company property. It is also illegal to use your personal device to browse explicit content when at work or in the presence of other workers.
- 4.6. Romantic relationships between superiors and individuals below them are, strictly prohibited.
- 4.7. Any sort of retaliation in opposition to someone who discloses bullying or prejudice is prohibit within the university. We encourage workers to speak up and take part in the inquiry. IAU will make every reasonable attempt to hold investigations privately and to safeguard those who file complaints.
- 4.8. Any worker who participates in unacceptable harassment behaviour will receive disciplinary action, consisting of capacity in termination of employment. Some examples of harassment may cause immediate termination, but not all.
- 4.9. The IAU respects confidentiality throughout the inquiry process, to the degree that appropriate investigation and remedial action not compromised.

5. PROCEDURE

- 5.1. Education and Prevention
 - 5.1.1. The University is dedicated to stopping and removing unlawful treatment of employees, teachers, and students. To that purpose, the University's website will post a copy of this policy. New faculty members, staff, and students will receive orientation materials that discuss discrimination and this policy.
 - 5.1.2. Individuals who think they have witnessed or experienced prohibited behavior under this policy should report their concerns with their immediate supervisor, or a representative of the Human Resource Department. Encourage early reporting of complaints or concerns so that quick and positive action maybe done before the rapport is irreversibly damaged.

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- 5.2. Assistance with Prejudice and bullying concerns
 - 5.2.1. The university's adherence to anti- discrimination law is ensure and monitored by the higher administration. Every member of the community must work to ensure that there is no unacceptable discrimination or harassment.
 - 5.2.2. The university encourages people who believe they have encountered or seen illegal discrimination or harassment to come forward immediately with their queries, concerns, or complains and to seek help from the institution. Individuals have the right, in addition to or lieu of observing this policy, to seek legal redress for unlawful discrimination or harassment.
- 5.3. Privacy- Related Resources
 - 5.3.1. According to the policy and guidelines of the university, all information furnished to those departments may be keep strictly confidential. Discussion with representatives of those offices would not regarded as reports of the problematic behaviour to the university and will not lead to intervention or corrective action without further action from the complainant.
 - 5.3.2. Employees who are accuse of improper behavior shall dealt with dignity. If the claim is serious and believable, the employee may be suspended with or without pay until the probe is completed
- 5.4. Filed a Complaint
 - 5.4.1. Anyone who desires to register a complaint with the university regarding suspected discriminatory or inappropriate behaviour or retaliation defined by this policy should get in contact with the Human Resources Office, the Dean of Students (for students), the Dean's office of the graduate school, or any other University authorities. These authorities include supervisors, deans, director, and heads of departments.
 - 5.4.2. To guarantee unbiased investigation and decisions- making, allegations of misconduct covered by this regulation against any worker or against particular staff members of overseeing offices on each campus, to be submitted to the Executive Vice President and chief Financial Officer, or their representative.
- 5.5. Investigation Procedures
 - 5.5.1. According to this policy, the University shall deal with proceedings of discrimination and harassment in accordance with the established procedural rules in order to ensure a timely and just resolution of such complaints.
 - 5.5.2. The process rules is to distribute to complainant and respondents, and they will be easily accessible to everyone associated with the university. After

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then, the matter will go through an investigation or another kind of thorough and impartial evaluation.

5.5.3. The objective of a proceeding conducted in line with this policy, which shall entail interviewing the defendants and witnesses, is to gather and assess the evidence.

5.5.4. Throughout a probe, the investigative department would work in collaboration with some other appropriate university offices. Typically, the committee/department would work with Academic Human Resources, the relevant Dean, Director, or Department Head, and any faculty members involved in the complaint.

5.5.4.1. An investigation performed according with this policy may want to bring about :

- A determination that the accusations are unfounded or unprovable,
- A finding that the claims are correct and include discriminatory or,
- Unacceptable conduct, and in such event, a recommendation towards the authorized. Disciplinary entity for corrective measures.

5.5.5. IAU must straight away look into any proceeding of harassment, discrimination, or retaliation; but, primarily based at the circumstances, such process would possibly took some time.

5.5.6. Upon completion of the inquiry, the concerned worker could be informed. If the inquiry indicates that the employee was at fault, he or she may face disciplinary action.

5.5.7. The ruling is appealable by any side. You can contest the decision by writing to the Director of Human Resources.

5.6. Corrective Measure

5.6.1. Good example of corrective measures that may be used in accordance with this policy encompass an order to no longer repeated or continue the discriminatory, harassing, or antagonistic behavior, the refusal of a merits pay rise, reassignment, suspension, and termination.

5.6.2. The punishment's severity maybe determined by means of the offense's frequency, seriousness, and any prior history of discriminating, harassing, or retaliatory behaviour.

5.7. University Action

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5.7.1. In compliance with this policy, the University may additionally pose as a complainant and look at a record or complaints either formally or informally.

5.7.2. The institution may additionally reply to proceedings or accusations made by using individuals outside the university community concerning alleged discriminating and harassment behaviour by means of university employees.

5.8. Retaliation

5.8.1. The university shall take the ideal measures to make sure that no individual who, in good standing reports, complain about, or participate in an informal settlement or formal investigation of a claim of discrimination or harassment made in accordance with this policy will face repercussion.

5.8.2. The university will also take the necessary actions to assure that the individual who is the target of such an accusation dealt with equitably. To ensure that the objectives with this program are realise, the University would also conduct necessary follow-up measures. Individuals who believe, they have been subjected to reprisal are urged to file a complaint with the University using the same method as they would for a discrimination or harassment complaint.

6. RESPONSIBILITIES

6.1. All faculty and Staff Members

7. ATTACHMENTS: N/A

8. DISTRIBUTION:

8.1. Signed original copy is maintain in Documents control unit in the University.

8.2. Available in the University website

9. REFERENCES: N/A

Prepared by: 	Date Signed:
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